PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE

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TO: Jeanne Bonhomme
Jeanne Eibon
Mike Murphy
Susan Reich
Steve Sampson
Renee Simons
Barbara Weinstein

DATE: December 29, 1995

FROM: Jean M. Mahon

RE: Document Collection Scope Statement

I have attached a copy of the most recent draft Advertising & Marketing Scope Statement which we are hopeful is very close to final, if not final.

I would appreciate it if each of you would review the statement to ensure that comments each of you made during our recent meetings have been incorporated into the statement properly.

I will be contacting each of you on Tuesday, January 2, 1996, to discuss any comments or concerns you may have regarding the statement.

Thank you all very much for your cooperation in helping us to formulate this scope statement. If any of you have any questions please do not hesitate to call me at x2056.

Cc: Gregory Little
Virginia Murphy

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